

MEETING OF THE  
TRANSPORTATION AUTHORITY OF MARIN  
EXECUTIVE COMMITTEE

April 12 2006  
2:00 PM



ROOM 324A, RUG ROOM  
MARIN COUNTY CIVIC CENTER  
3501 CIVIC CENTER DRIVE  
SAN RAFAEL, CALIFORNIA

**MEETING MINUTES**

Members Present: Al Boro, Vice-Chair, City of San Rafael  
Peter Breen, Town of San Anselmo  
Alice Fredericks, Town of Tiburon  
Joan Lundstrom, City of Larkspur  
Steve Kinsey, Chair, Transportation Authority of Marin  
Cynthia Murray, Marin County Board of Supervisors

Commissioner Members Absent: Lew Tremaine, Town of Fairfax

Staff Members Present: Dianne Steinhauser, TAM Executive Director  
Craig Tackabery, Assistant Director  
Kathleen Booth, Recording Secretary

*Chair Steve Kinsey called the meeting to order at 2:15 p.m.*

**1. Chair's Report**

Chair Kinsey began the meeting by summarizing what had been reported at that day's Hwy 101 GAP Closure Ad Hoc committee meeting. Regarding the GAP Closure Segment 2 completion on Sir Francis Drake, the weather is the primary factor affecting completion of the East SFDrake widening. Caltrans making progress starting work on Segment 3 through central San Rafael. A contract is expected in a week. A number of detailed issues related to Segment 4, the portion of 101 coming over Puerto Suello Hill, are still on the table mostly related to soundwall issues, both location and technical aspects, as well as aesthetics. Progress is being made there as well.

Chair Kinsey reported final funding for a Golden Gate Bridge suicide barrier won approval from the MTC's Programming and Allocations Committee that morning. They recommended approving \$250,000 towards the effort. Final approval will come April 26 from the MTC Commission. The agency contributed \$1.6 million in April 2005.

Chair Kinsey represented Marin County on April 8 and 9 in Minneapolis, Minnesota at the University of Minnesota's Transportation quorum. The quorum is sponsored by Congressman James Oberstar who holds it every year to year and a half. He stated it was an excellent program related to nonmotorized transportation around the county. He said wherever we go, our Safe Routes to School program precedes us and people were approaching him and thanking him for the toolkit that was put together for the safe routes program by our local contractors.

## **2. Commissioner Comments**

Commissioner Lundstrom stated she recently had lunch with her local school superintendent. The superintendent asked her about the crossing guard program since they are now planning for fall. She would like to get information in writing about the program details. Commissioner Lundstrom will give Craig Tackabery the details and he will follow-up with the school superintendents.

Vice-Chair Boro stated that in a recent interview some of the candidates brought up the comment about all the ballot measures in the past and what different agencies are doing regarding transportation. He feels it will be important to get input from our Citizen's Oversight Committee as part of the annual report.

## **3. Executive Director's Report**

ED Steinhauser encouraged the Exec Committee to participate in a number of outreach meetings associated with MCTD's local service plan that will be held over the next many weeks. She distributed the schedule of when and where the meetings are to be held.

ED Steinhauser reported the CTC staff published a draft STIP last Friday. The CTC has too many programming requests in State Highway Account (SHA) funds for basically state highway and road improvements; approximately \$700 to \$800 million in excess requests. On the other hand, the CTC does not have enough programming requests for the public transportation account funding, which is transit capital projects; approximately \$600 to \$700 million is remaining unprogrammed. The CTC is working with the regions to discuss swap options as well as cutting a lot of requests out of the STIP. They did not cut anything out of Marin County. Our programmed funds include funding for upcoming landscaping projects on the Highway 101 corridor; funding next year for the Puerto Suello Hill highway project, which will include the locally funded sound-absorbing soundwall and the Class 1 bike/ped path; and design support and right-away funds for the Marin Sonoma Narrows projects. Marin has the only project in the Bay Area due to receive substantial capital construction funds next year. Staff is now trying to negotiate an increase in the funding for next year. It's looking very favorable today. Hopefully, when the CTC adopts the STIP on April 27, Marin will have everything we need based on cost increases on the highway portion of the project. The cost increases on the highway project have resulted from Caltrans taking the bids from the project that was recently awarded on Hwy 101 in Central San Rafael which had high numbers for asphalt, concrete, and steel and applying those same dollar figures to the Puerto Suello Hill project. This caused the project to go up in cost \$11M. This funding will ideally come from the STIP. ED Steinhauser also noted that the central San Rafael project on Hwy 101 is a \$54M project. With the project over Puerto Suello Hill now approaching \$50M, there will be over \$100 M under construction on Hwy 101.

Chair Kinsey asked ED Steinhauser to explain that because we've gone through our STIP allocation, what would the consequence of being able to get the additional funds be?" ED Steinhauser reminded the Exec Committee that TAM received a \$12M vote of funds in February for the high bids received on the central San Rafael project. This goes against Marin's future County share, along with the programmed cost increase we are seeking for next year. We will hopefully see Prop 42 funds and bond money come through the STIP. In the meantime, we will remain overprogrammed. Marin will not have a lot of funding in the next few years to assign to any other projects.

ED Steinhauser noted there are a couple of legislative bills that are gaining some time in legislative subcommittees. One is on increasing funding available to counties through the STIP for programming,

planning, and monitoring. The other is one that will raise the vehicle license fee. She will bring information and recommended action back to the Exec Committee in May.

ED Steinhauser stated that on April 17, 2006, responses are due for TAM's Greenbrae Corridor Environmental Document/ Preliminary Engineering RFP. We will report to the Board who submitted responses and are tentatively planning to interview on May 10, 2006. Commissioner Breen will be sitting on the interview panel. The panel will consist of local representatives, MTC's Albert Yee (corridor planning manager) Caltrans, and the Golden Gate Bridge District's Denis Mulligan (bridge engineer).

Chair Kinsey stated there is planning underway to bring the budget back, and the intent is to bring the budget back for further discussion in May.

ED Steinhauser will get back to the Exec Committee on the status of planning a joint meeting with the Sonoma County Transportation Authority.

#### **4. Approval of Minutes from March 8, 2006 Meeting**

The minutes from March 8, 2006 were approved without revision.

#### **5. State Legislative Assistance Request for Qualifications**

Chair Kinsey stated that at the Exec Committee March 8<sup>th</sup> meeting, they gave staff the direction to conduct additional research on coordinating TAM's efforts on legislative support with other agencies.

ED Steinhauser stated staff has researched the possibilities of coordination, and while informal coordination will be pursued, TAM does not recommend a joint advocacy program, but rather proceeding with the discrete contract for TAM. Staff recommended a Request for Qualifications (RFQ) be issued in early May 2006 soliciting qualified providers of governmental relations or legislative assistance with a contract term of three (3) years, and an option for two (2) one-year extensions. A copy of the RFQ with milestones was attached to the staff report.

The Exec Committee questioned the approval process, and staff acknowledged that the contract will be brought back to the Board for approval in June or later. They directed staff to select an interview committee that is composed of some staff, and some Commissioner(s) to provide policy support.

#### **6. TAM Communication Plan**

ED Steinhauser noted staff developed a Communications Plan that was reviewed at the March 8, 2006 Exec Committee meeting. She reported it was revised to incorporate the comments received. Craig Tackabery reviewed each revision. The Exec Committee recommended additional minor revisions, which staff duly noted.

The Exec Committee approved the Communications Plan with the changes incorporated, directing staff to bring it to the full TAM Board for approval.

#### **7. TAM Annual Report**

ED Steinhauser introduced the Draft Annual Report, whose purpose is to describe to the public TAM's accomplishments throughout the year. The current Draft responds to and incorporates previous input

from the Exec Committee. She noted that staff is finalizing financial information to be included in the report, with the full final version to be presented to the TAM Board on April 27, 2006.

ED Steinhauser introduced Sarah Layton Wallace of CirclePoint to discuss the annual report. She stated they researched what other transportation authorities had done, and tried to adopt the best format and ideas. The goal is to show people what we've done with Measure A money, and to try to get them to look to the year ahead.

Commissioner Lundstrom and Commissioner Murray had a number of suggested changes.

The Exec Committee directed staff to make the changes to the TAM Annual Report, and that the plan be brought back to the Commission in April for approval.

## **8. Draft 2006 Measure A Strategic Plan**

Chair Kinsey stated the Measure A Strategic Plan was changed from an action item to a discussion item. The Exec Committee will be receiving a presentation on the Draft Strategic Plan, and be asked to provide comment. Due to the short time they and members of the public will have to review the first release, TAM will be continuing receipt of comments on the Draft at the TAM Board meeting of April 27<sup>th</sup>. The Board will be asked to release the Draft for a 45 day comment period, after which comments will be addressed and a final Strategic Plan brought to the Board for approval in June.

ED Steinhauser stated there were three handouts: a copy of the essential text, spreadsheets detailing how the funds are being assigned and how much money is there, and appendices. She stated today she hoped to give an overview of what and why we are doing this. She stated it was a programming document, but individual allocations would still need to be made. She introduced Trudy Presser of Nolte Associates, to give an overview of the outline and responded to questions. Then Nancy Whelan of Nancy Whelan Associates went over the funding spreadsheets and responded to questions.

Commissioner Murray requested the following three changes: an executive summary, instead of Measure A refer to Transportation Sales Tax, use the word segregation instead relationship, and add a glossary.

Commissioner Murray requested footnotes on the spreadsheets.

Chair Kinsey requested a Commissioner workshop to educate how to read, use, and make comments on the Measure A Strategic Plan spreadsheet. ED Steinhauser offered a well labeled sample for the Measure A Strategic Plan spreadsheet to make it easier to read.

## **9. Draft FY 2006/07 Work Plan**

ED Steinhauser discussed the draft FY 2006/07 Work Plan which outlined the areas of planning, programming, financial management, and project delivery, as TAM continues to serve the needs of transportation in Marin. On a quarterly basis, TAM's Executive Director and key staff will summarize activity for the previous quarter, in order to keep the Board apprised of milestone goals being met. TAM staff will also update the workplan as new work elements present themselves, also reported in the quarterly reports. Overall, the workplan guides TAM's direction in the coming year, and highlights key activity for the Board and the public. TAM staff seeks input from the Exec Committee on the Fiscal Year 2006-07 Workplan, and recognition that the plan will receive minor adjustments authorized by the

Executive Director during the course of the year. TAM staff seeks authorization to send the FY2006-07 Workplan to the full Board for approval.

ED Steinhauser stated there are three TAM job openings on the Website, and an offer was made this week to an Executive Assistant.

**10. 101 Corridor Projects Update**

Chair Kinsey stated he gave an update at the beginning of the meeting, and summarized we are moving forward.

**11. Open Time for Public Expression**

There was no further public comment.

*Chair Kinsey adjourned the Executive TAM meeting at 4:47 p.m.*